



**Tillamook Urban Renewal Agency**  
**210 Laurel Avenue**  
**Tillamook, Oregon 97141**

**Phone: 503-842-2472**

**Fax: 503-842-3445**

**TURA Meeting**  
**Thursday, September 10<sup>th</sup>, 2009**  
**5:30 P.M.**

**Board Members present:** Don Hurd, Sean Lambert, Aaron Zimmerman, Suzanne Weber, Carolyn Decker

**Board Members absent:** Sally Clay - excused

**Staff Present:** Mark Gervasi: City Manager, Admin. Assistant: Debbi Reeves

**Guests/Public:** Laurie Lamb, April Petersen, Tilda Jones

**Chairman Don Hurd** called the meeting to order at 5:30 P.M. Roll call was taken by **Reeves**.

**Hurd** asked that the minutes from the August 27<sup>th</sup>, 2009 meeting be approved.

- **Weber** made a motion to approve the minutes as presented. **Hurd** seconded the motion. The motion passed unanimously by all board members seated.

**Hurd** asked if all the bills had been reviewed. There were questions from the board and explanations from **Reeves** about tapes, recordings, website minutes and posting.

- **Decker** made a motion to pay the bills. **Weber** seconded the motion. The motion carried unanimously by all members seated.

There was a discussion about the computer used by **Reeves** and whether **Zimmerman** had looked into an upgrade for her. **Gervasi** will speak with **Officer Kettner** who does the IT for the City and see what his thoughts are. **Hurd** asked for a motion to buy a new computer for **Reeves**. **Decker** asked if there were any software programs that should be considered. **Weber** made a motion to purchase a new computer but then rescinded the motion due to several questions from other board members concerning a new purchase. **Gervasi** mentioned the City would pay part of the costs since **Reeves** also does City work on that computer.

- **Hurd** made a motion to purchase a new computer and programs for up to \$1200 for **Reeves'** office. **Weber** seconded the motion. Ayes were received by all board members seated and the motion passed unanimously.

**Hurd** opened the meeting for Non-Agenda items or public comment. There was none.

At that time **Hurd** introduced the guests from the Hoquarten Park Committee. **Laurie Lamb** presented a proposal for TURA funding for lighting in the Hoquarten Park. **Lamb** explained the forms and quotes from PUD, an electrician and the lighting company. There were questions and discussion pertaining to the type of lamps, the wattage of the lighting, the placement, flooding and water issues and the future plans of the new highway at 101 and US 6 planned by ODOT.

There was also discussion about future plans for the park as well as the Hoquarten House. **Lamb** thanked the board for looking at their proposal. Hurd asked that a board member work with the Hoquarten Committee to get all of the details answered. **Lambert** volunteered to work with the park committee. Once all the details are complete, **Lambert** and the park committee will come back before the board with a firm proposal. At that time the TURA will evaluate the proposal and get back to the park committee when they are ready to discuss further.

**Hurd** presented a sample brochure **Reeves** had made for the TURA. The board discussed the layout and thought it was very informative. **Reeves** explained the brochures could be changed any way the board would like. **Weber** asked if a quote could be obtained from a local printer. **Reeves** will check with Coast Printing and Bells Office Machines and get back to the board with more information. **Zimmerman** wondered how brochures would be utilized. **Hurd** explained they could be on display at the Chamber, local motels and handed out to businesses to promote the TURA and explain what the agency will be doing in the future.

The next item on the agenda was a resolution for standing committees in the TURA. **Hurd** explained after **Zimmerman** asked why standing committees were needed. It was explained that the funding procedure would go much easier if a committee first evaluated a proposal, made sure all of the requirements were met and came back before the entire board with their recommendations. The board then discussed the components of the resolution document.

- A motion to approve Resolution 2009-07 Establish Standing Committees, General Rules and First Appointments By The Chair was made by **Lambert** and seconded by **Weber**. Ayes were received by all members seated and the motion passed unanimously.

The board discussed an email sent out by **Chair Hurd** regarding Special Committees and his desire to appoint a Streetscape Committee. A copy of the email is included for the record. **Hurd** explained his thoughts and reasoning to the board. **Tom Connaughton** has accepted the appointment for the Chair of the committee. **Ken Phillips** will be asked to be on the committee and **Decker** will be the third member of the committee. There was discussion this special committee and about other committees and organizations in the city that deal with streetscapes, beautification and projects in the downtown core of Tillamook. The new special committee on Streetscapes will work in conjunction with the TRA and the City's Beautification Committee.

- **Zimmerman** made a motion to implement a special Streetscapes Committee for projects in the urban renewal district. **Lambert** seconded the motion. The motion carried unanimously by all board members seated.

Gervasi explained a letter from the City regarding a land donation and a Phase 1 environmental study. The City is asking the TURA to fund the Phase 1 study for a piece of property near Front Street and Douglas Avenue. **Erik Anderson** of Anderson Geo thought the Phase 1 study would cost approximately \$2400. There was a discussion about the land, usage of the land and history of the parcel. **Gervasi** mentioned this was a starting point for either acceptance or refusal of the donation.

- **Hurd** made a motion to approve the request for funding a Phase 1 study of the lot at 1S1025AC tax lot 001. **Decker** seconded the motion. All board members seated voted to approve and the motion passed unanimously.

There was a discussion about the preliminary title report from Fidelity Title regarding the **Janac**

property. **Reeves** had called the title company for an explanation but had not received a return call. **Decker** will look into it further. At that time **Hurd** explained where everything was concerning the **Janac** contract and what issues had developed during the past couple of weeks. The board discussed the contract draft and proceeded to make minor changes to present back to the TURA attorney **Sam Kuzma**. The board also discussed contract wordage.

**Zimmerman** explained the Commercial Loan Procedure document. The outline had been copied from Lincoln City Urban Renewal with the approval of **Kurt Olsen**, their director. There will need to be changes and revisions made before adoption. **Zimmerman** also thought there should be one outline for loan and one for grants.

Plan Amendments and Potential Opportunity Sites were the next discussion on the agenda. **Gervasi** outlined the plan amendment schedule prepared by Attorney **Launer** and stated the TURA was on track. **Lambert** wondered if there was a bit more time to look at potential sites. **Gervasi** thought they could wait until the next meeting and still be on track. A draft resolution to amend the plan would need to be reviewed at the September 24<sup>th</sup> meeting. After that the next step is to go before the Planning Commission to look at the plan amendments. **Gervasi** will have a draft resolution ready for board review at the next meeting.

**Decker** has received an acceptance for the offer made on the **Cameron/Miller** property on 1<sup>st</sup> Street. There was been no response on the **Kimmel** property. The **Carver** property appraisal could be in the \$400,000 range.

- **Weber** made a motion to have the **Carver** property appraised which was seconded by **Hurd**. The motion carried unanimously by all board members seated.

There was a discussion about the Tillamook Historical Society and a request to City Council to change the name of Marine Park as well as a discussion about the fountain at the park.

With no further business, next meeting date of September 24<sup>th</sup> was announced and the meeting was adjourned by **Hurd** at 8:03 pm

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

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Don Hurd – Chairman